

RESOLUTION NO. 2012-3139

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MOORPARK, CALIFORNIA, UPDATING STAFF BILLING RATES, DEPOSITS, AND FEES FOR DEVELOPMENT PROCESSING BY REDUCING FEES FOR CERTAIN PERMITS AND RESCINDING RESOLUTION NO. 2011-3014

WHEREAS, the City of Moorpark provides land use development review services; and

WHEREAS, the City Council has determined that the cost of these services shall be offset by fees which accompany land use entitlement requests; and

WHEREAS, these fees are reviewed periodically to determine if any adjustments are necessary to reflect actual processing costs; and

WHEREAS, the fees proposed for Conditional Use Permits for businesses that are relocating, Sign Permits involving a change of copy, and Temporary Sign/Banner Permits are reduced fees and not new fees or increases in existing fees subject to the noticing and hearing process under Section 66016 of the Government Code and the delay in implementation under Section 66017 of the Government Code; and

WHEREAS, the City Council concurs with the Community Development Director's determination that the update to staff billing rates, deposits and fees for development processing is exempt from the provisions of the California Environmental Quality Act (CEQA), in that the action of the City Council does not involve the consideration of the approval of a project.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MOORPARK DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. City of Moorpark staff shall bill actual time spent on land use applications and other items eligible for cost recovery at a real time cost accounting rate per Exhibit A of this Resolution.

SECTION 2. Contract services shall be billed at cost, plus fifteen percent (15%), including, but not limited to, City Attorney; geotechnical/geological services, landscape architect review and inspection services; lighting engineer review and inspection services and planning consultant services.

SECTION 3. The Schedule of Development Processing Deposits and Fees is adopted as shown in Exhibit B of this Resolution.

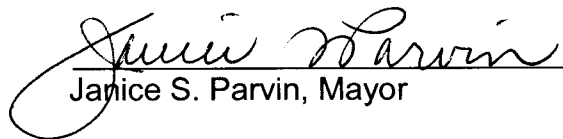
SECTION 4. The Community Development Director has the authority to reduce deposit amounts up to fifty percent (50%) per entitlement application, where the project involves multiple applications for the same project on the same property, to be processed concurrently. The applicant retains the responsibility to pay for all costs associated with the processing of the applications at the adopted billing rates.

SECTION 5. This Resolution shall become effective immediately.

SECTION 6. Resolution No. 2011-3014 is hereby rescinded upon the effective date of this Resolution.

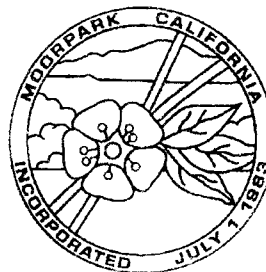
SECTION 7. The City Clerk shall certify to the adoption of this resolution and shall cause a certified resolution to be filed in the book of original resolutions.

PASSED AND ADOPTED this 7th day of November, 2012.


Janice S. Parvin, Mayor

ATTEST:


Maureen Benson, City Clerk



Attachments:

Exhibit A: Real Time Billing Rates

Exhibit B: Schedule of Development Processing Deposits and Fees

EXHIBIT A: CITY OF MOORPARK REAL TIME BILLING RATES

Department	Position	Hourly Rate ¹	Benefit Rate ²	Overhead & Indirect Costs ³	PHR ⁴	Billing Hourly Rate
City Manager's Office	City Manager	\$ 105.76	\$ 151.77	\$ 212.48	\$ 257.55	\$ 260.00
City Manager's Office	Executive Secretary	\$ 33.97	\$ 48.75	\$ 68.25	\$ 82.73	\$ 85.00
Administrative Services	Deputy City Manager	\$ 82.62	\$ 118.56	\$ 165.98	\$ 201.19	\$ 205.00
Community Development	Administrative Assistant	\$ 30.02	\$ 43.08	\$ 62.47	\$ 75.72	\$ 80.00
Community Development	Administrative Secretary	\$ 27.88	\$ 40.01	\$ 58.01	\$ 70.32	\$ 75.00
Community Development	Assistant Planner I	\$ 32.32	\$ 46.38	\$ 67.25	\$ 81.52	\$ 85.00
Community Development	Code Compliance Technician II	\$ 32.32	\$ 46.38	\$ 67.25	\$ 81.52	\$ 85.00
Community Development	Community Dev. Director	\$ 78.62	\$ 112.82	\$ 163.59	\$ 198.29	\$ 200.00
Community Development	Management Analyst	\$ 42.41	\$ 60.86	\$ 88.25	\$ 106.97	\$ 110.00
Community Development	Principal Planner	\$ 47.99	\$ 68.87	\$ 99.86	\$ 121.04	\$ 125.00
Community Development	Receptionist	\$ 19.73	\$ 28.31	\$ 41.05	\$ 49.76	\$ 50.00
Community Development	Redevelopment Manager	\$ 61.43	\$ 88.15	\$ 127.82	\$ 154.93	\$ 155.00
Finance	Accountant I	\$ 42.41	\$ 60.86	\$ 85.20	\$ 103.27	\$ 105.00
Finance	Budget/Finance Manager	\$ 58.47	\$ 83.90	\$ 117.46	\$ 142.38	\$ 145.00
Finance	Finance Director	\$ 71.24	\$ 102.23	\$ 143.12	\$ 173.48	\$ 175.00
Parks, Rec, & Community Svs.	Assistant City Manager	\$ 86.79	\$ 124.54	\$ 174.36	\$ 211.35	\$ 215.00
Parks, Rec, & Community Svs.	Landscape/Parks Maint. Supt.	\$ 47.99	\$ 68.87	\$ 96.42	\$ 116.87	\$ 120.00
Parks, Rec, & Community Svs.	Maintenance Worker III	\$ 26.53	\$ 38.07	\$ 53.30	\$ 64.61	\$ 65.00
Parks, Rec, & Community Svs.	Parks & Landscape Manager	\$ 61.43	\$ 88.15	\$ 123.41	\$ 149.59	\$ 150.00
Parks, Rec, & Community Svs.	Recreation Assistant	\$ 20.22	\$ 29.02	\$ 40.63	\$ 49.25	\$ 50.00
Parks, Rec, & Community Svs.	Senior Management Analyst	\$ 47.99	\$ 68.87	\$ 96.42	\$ 116.87	\$ 120.00
Public Works	Assistant Engineer	\$ 42.41	\$ 60.86	\$ 85.20	\$ 103.27	\$ 105.00
Public Works	City Engineer/Public Works Dir.	\$ 78.62	\$ 112.82	\$ 157.95	\$ 191.45	\$ 195.00
Public Works	Public Works Supt / Inspector	\$ 47.99	\$ 68.87	\$ 96.42	\$ 116.87	\$ 120.00
Public Works	Senior Management Analyst	\$ 47.99	\$ 68.87	\$ 96.42	\$ 116.87	\$ 120.00

Notes:

1. Top step in salary range.
2. Hourly rate plus (average percentage of benefit costs).
3. Benefit rate plus indirect cost rate of 25.0% (average cost of Department's indirect costs); general overhead rate of 15.0% (average cost of services provided by other departments) with an additional 5.0% for Community Development staff for entitlement processing support services.
4. Productive hourly rate annual cost divided by 1,716 hours (average hours worked in a year).

EXHIBIT B: CITY OF MOORPARK DEVELOPMENT PROCESSING DEPOSITS AND FEES

Processing Deposits		
Any remaining deposit amount left from entitlement processing shall be applied to condition compliance. Upon certificate of occupancy or final building permit, any remaining condition compliance deposit shall be returned after all costs are deducted for final processing. (Complete application submittal packages that meet all City of Moorpark requirements will result in reduced processing costs)		
Downtown Specific Plan Area ♦ ♦		
Planned Development Permit Fees for conversions of existing Single-Family dwellings to retail or offices in the Downtown Specific Plan Area shall not exceed one-half the fee in this Table, or, actual costs of processing of the application, whichever is less.		
Permits Requiring Deposits	Deposit	Note or Additional Amount
Pre- Applications		
Pre Application (Non GPA)	\$1,300	
General Plan Amendment Pre-Application	\$ 5,800	
Entitlement Applications		
Specific Plan	\$39,000	
General Plan Amendments	\$ 5,200	
Zone Change	\$ 5,200	
Zone Ordinance Amendment	\$5,200	
Development Agreements	\$31,000	
Tentative Tract Map (Less than thirty (30) lots)	\$ 9,100	
Tentative Tract Map (Thirty (30) lots or more)	\$ 19,500	
Vesting Tentative Tract Map	\$ 26,000	
Tentative Parcel Map	\$ 7,150	
Commercial/Industrial Planned Development - New Const (Less than 50,000 sf) ♦ ♦	\$19,500	
Commercial/Industrial Planned Development - New Const (50,000 sf or more)	\$26,000	
Residential Planned Development (Less than thirty (30) units)	\$19,500	
Residential Planned Development (Thirty (30) units or more)	\$26,000	
Conditional Use Permit	\$5,000	
Conditional Use Permit for a Use Relocating from a Place within the City where an existing Conditional Use Permit has been granted for the use and there is no change in use	\$3,000	
Variance	\$5,000	
Public Hearing Notice	\$1,200	
Appeal of Planning Commission Decision	\$2,600	

Environmental Documentation		
Initial Study & Negative Declaration	\$5,200	
Environmental Analysis	see note	100% of cost plus 15% administrative fee. Staff to provide estimated cost.
Environmental Impact Report Supplemental	\$ 6,500	
Special Studies and Reports		
Other Studies, Reports or Analysis as determined necessary by Director	see note	100% of cost plus 15% administrative fee. Staff to provide estimated cost.
Modifications/Extensions		
Modification-Comm/Ind/Res with existing PD ♦ ♦	see note	80% of initial deposit amounts.
Development Agreement - Annual Review	\$2,600	
Time Extension of Approved Tentative Tract Map	\$ 2,600	
Time Extension of Approved Tentative Parcel Map	\$1,950	
Time Extension of Approved Planned Development Permit	\$1,300	
Miscellaneous		
Lot Line Adjustment	\$1,950	
Parcel Map Waiver, or Conditional Certificate of Compliance	\$ 6,500	
Reversion to Acreage	\$1,950	
Condition Compliance		
Planning Condition Compliance Review	see note	100% of original Map/PD deposit to be paid within 30 days of project approval
Landscape Review & Inspection	see note	100% of cost plus 15% administrative fee. Staff to provide estimated cost.
Lighting Plan Review/Inspection	see note	100% of cost plus 15% administrative fee. Staff to provide estimated cost.
Violation (Penalty) Conditions of Approval	see note	100% of staff time for investigation and enforcement.
Permits Requiring Fees	Fee	Note or Additional Amount
Zoning Clearance	\$ 100	
Zoning Letter/Re-Build Letter	\$ 300	
Home Occupation Permit	\$100	Valid for 5 years. (Also requires Business Registration)
Administrative Exception	\$ 650	
Administrative Permit - Residential	\$ 780	
Administrative Permit - Commercial/Industrial	\$1,300	
Administrative Permit – Relocation of a Business with an Existing Administrative Permit (not involving expansion of more than 50% of floor area, change in the nature of the business, or sale of alcoholic beverages)	\$390	
Administrative Permit – Relocation of a Permitted Business that did not Require an Administrative Permit when Established (not involving expansion of more than 50% of floor area, change in the nature of the business, or sale of alcoholic beverages)	\$650	
Permit Adjustment - Residential	\$ 390	
Permit Adjustment - Commercial/Industrial	\$780	

Mobile Home Rent Increase Review	\$ 390	Applies to cost-of-living increases only.
Sign Permit	\$ 200	
Sign Permit for Change of Copy on Existing Permitted Sign	\$100	
Sign Program	\$780	
Temporary Sign/Banner Permit	\$40	
Temporary Use Permit - Minor	\$150	Sidewalk sales, temporary trailer during residential construction
Temporary Use Permit - Major	\$390	Parades, Car Shows, Parking Lot Sales
Appeal of Community Development Director Decision Requiring Public Notice	\$390	
Appeal of Community Development Director Decision without Public Notice	\$260	
Miscellaneous Fees (not a deposit)		Note or Additional Amount
Records Imaging		
Building and Safety Drawing Sheets	\$2.00	Per Sheet
Engineering Improvement Plan Drawing Sheets	\$ 2.00	Per Sheet
Planning Drawing Sheets	\$ 2.00	Per Sheet
Final Map Sheets	\$ 2.00	Per Sheet
Building and Safety Permit Files	\$ 0.30	Per Sheet
Planning Entitlement Files	\$ 0.30	Per Sheet
Condition Compliance Inspection		
Condition Compliance Inspection Fee	\$6,500	Com/Ind > 5,000 s.f. and Multi-Family Res > 10 units
Advance Planning		
Advance Planning Fee (Includes G P Updates and Traffic Model Maintenance)	see note	5% of Building Permit Fee for Valuation of \$10,000 or greater
Construction and Demolition Material Management Plan		
Review Fee for Projects where No Deposit Fund Exists (otherwise review will be charged to the project deposit fund based on actual time at existing billing rates).	\$145	

STATE OF CALIFORNIA)
COUNTY OF VENTURA) ss.
CITY OF MOORPARK)

I, Maureen Benson, City Clerk of the City of Moorpark, California, do hereby certify under penalty of perjury that the foregoing Resolution No. 2012-3139 was adopted by the City Council of the City of Moorpark at a regular meeting held on the 7th day of November, 2012, and that the same was adopted by the following vote:

AYES: Councilmembers Mikos, Millhouse, Pollock, Van Dam, and Mayor Parvin
NOES: None
ABSENT: None
ABSTAIN: None

WITNESS my hand and the official seal of said City this 28th day of November, 2012.

Maureen Benson
Maureen Benson, City Clerk
(seal)

